

Election Eve

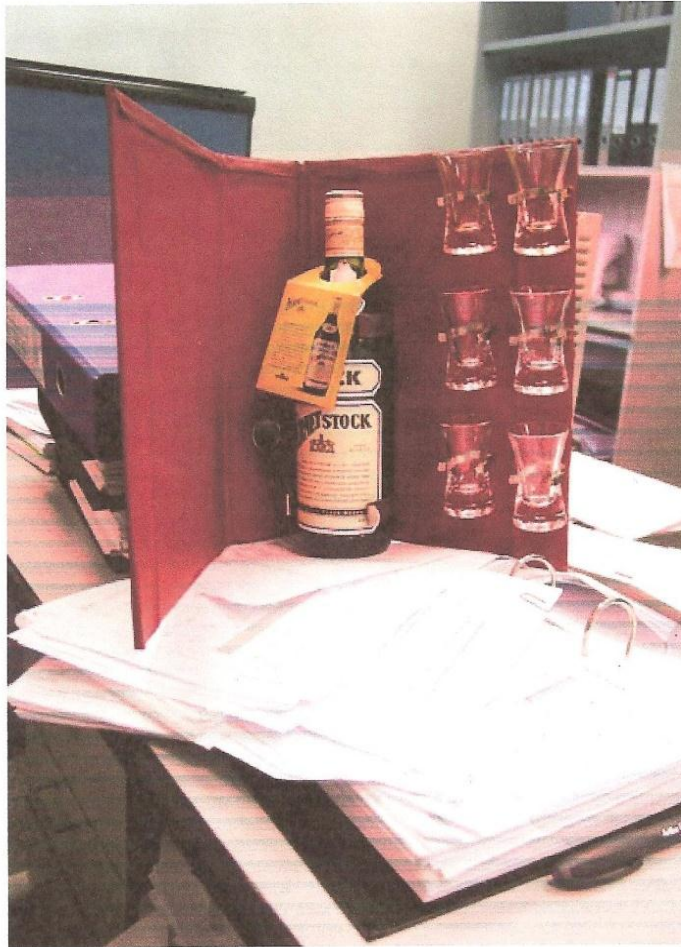
Review
Your
Checklist

- What should be ready?
- Test Deck
- Election Workers
- Extra workers on standby
- Ballots, ballot box and supplies
- Superintendent in charge of precinct
- AutoMark set up at polling locations

- Access to all polling locations
- Will the site be open?
- Does the superintendent have a key?
- Resolution board - time to arrive
- Remember to transmit absentee ballot activity – done daily to update the VIP portal

- Sign on to the election night reporting site – check the totals are reset to zero
- Confirm back up site-Clerk of Courts
- Check with workers who will be helping in the office on election night
- Plan your workflow for election night
- Check the 650 or the M100
- Review counting procedure
- Room set up to allow public viewing

- Absentee ballots sorted by precincts
OR
- Absentee ballot precinct set up
- Election workers contact-take home
- Food and Beverage
- Get a good nights sleep
- In office by 6AM on election day
- If you are stressed or worried – find the red binder – to solve all issues



Use the red binder for all issues...it is guaranteed to make you stress-free and relaxed.